



Special Use Application Check List

Please submit your completed application, forms,
and payment to the City of St. Helens
30 days prior to your event.

- ☐ Make tentative reservation with Parks & Recreation and get a Special Use Application.
- ☐ Complete pages 2, 3, & 4 of application.
- ☐ Read and initial pages 5, 6, & 7 of application.
- ☐ Take application to CRF&R (270 Columbia Blvd.), City of St. Helens Police Department (150 S. 13th St.), and City of St. Helens Public Works (City Shop, 984 Oregon St.) for Emergency Response signatures.
- ☐ Acquire a City business license (if applicable).
- ☐ Complete a Street Closure Petition (if applicable).
- ☐ Provide proof of non-profit status (if applicable) and letter requesting waiver of park use fees. (Only park use fees may be waived.)
- ☐ Provide Certificate of Liability Insurance that names the City of St. Helens as "additional insured" and indicates the name of the event, date(s), and location, in the amount of \$2 million. Certificate should have an Additional Insured Endorsement attached.
- ☐ If liquor will be served, you must provide a copy of your state Oregon Liquor Control Commission (OLCC) license. To obtain this license, start with the OLCC (9079 SE McLoughlin Blvd., Portland, OR 97222-7355; Phone: 503-872-5000, Phone: 800-452-6522, Fax: 503-872-5266).
- ☐ Complete Concessions Agreement with City Administrator (503) 397-6272 if there will be sales, concessions, food, or alcohol.
- ☐ Create an event map indicating the layout of event, parade or walk route, with location of sanitary facilities, and parking accommodations.
- ☐ Provide security and fencing for events serving liquor.
- ☐ Submit application, Certificate of Liability Insurance, payment, event map, additional required permits and street closure form if applicable to City to confirm your reservation.
- ☐ Deposit for Parades

Application Process for a Special Use Permit

City of St. Helens



Please note: The approval process for Special Use Applications MAY TAKE UP TO 45 DAYS from the day the completed application is received. A permit will not be issued until the entire process is complete. To guarantee timely processing of your request, please submit your completed forms, payment, and all required attachments, as early as possible. Requests for special use are processed beginning January 1 each year. You may submit your application earlier but it will not be considered until that date. Incomplete applications will not be accepted.

1. Confirm your tentative reservation for space with City Hall and request a Special Use Application.
2. At the top left of the application's first page, indicate purpose of application.
3. At the top right of the first page, check any additional requests.
4. Complete Sections 1, 2, and 3.
5. Read and sign the Declaration Box at the middle of Page 4.
6. Read and initial the bottom of Pages 5, 6 & 7.
7. Attach Certificate of Liability Insurance, naming the City of St. Helens as an additional insured for \$2 million, for the dates, location and event.
8. Attach an event map.
9. Attach a completed Temporary Street Closure Petition and map, if applicable.
10. Non-profit organizations, attach proof of 501(c)3 and letter requesting waiver of park use fees. A waiver of fees applies only to park use fees.
11. Return completed application and attachments with payment to City Hall.
12. Application is processed by the City of St. Helens for consideration and approval.
13. Permit is prepared and you are notified.

Parks & Recreation: 503-366-8208

Thank you for your interest in the City of St. Helens for your event.



➔ Applications must be complete when submitted, including payment, emergency response signatures, insurance certificate, event map, proof of non-profit status, and other additional applications (i.e., OLCC, street closure, concession agreement), and request to waive park use fees for non-profit organization.

As per Ordinance Nos. 2003 and 2250 and all amending ordinances.



FOR OFFICE USE	
<input type="checkbox"/> Date rec'd _____	<input type="checkbox"/> Insurance (attach)
<input type="checkbox"/> Amount paid _____	<input type="checkbox"/> Event Map (attach)
<input type="checkbox"/> Receipt # _____	<input type="checkbox"/> Street Closure Petition (attach)
<input type="checkbox"/> Business License # _____	<input type="checkbox"/> ER signatures (if applicable)
<input type="checkbox"/> Additional required permits (attach)	
Non-profit organization request for Waiver of Park Reservation fees. Proof of 501(c)(3) AND request for Waiver of Park Use <u>must</u> be attached.	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied by _____ Date _____	

Purpose of application (check all that apply)

- ☐ Park Use/Reservation
(7 bus. day notice required) Complete sections 1 & 2
- ☐ Public Assembly of 50 or more people
(30 bus. day notice required) Complete full application
- ☐ Parade/Run/Walk
(45 bus. day notice required) Complete full application
- ☐ Athletic Field(s) Reservation
(Single use or for less than two week period)

Additional requests (check all that apply)

- ☐ commercial activity (requires separate agreement)
- ☐ amplify sound
- ☐ display signs (may require separate application)
- ☐ use during hours of closure
- ☐ use of special use area
- ☐ use of electrical connections owned by City
- ☐ street closure (requires separate application—attached)
- ☐ other _____

SECTION 1: CONTACT INFORMATION

Applicant/Authorized agent name _____ Phone _____
 Company/Group name _____ Company Phone _____
 Contact name & phone for day of event _____
 Address _____ City, State, Zip _____
 Mailing address (if different) _____

SECTION 2: LOCATION/EVENT INFORMATION

Description of proposed activity _____
 Area/Park(s) _____
 Start date _____ End date _____ Estimated attendance _____
 Day/Date/Hour(s) of use **Include hours needed for set-up and clean-up of activity**

Monday _____	Hours _ start _____	finish _____
Tuesday _____	Hours _ start _____	finish _____
Wednesday _____	Hours _ start _____	finish _____
Thursday _____	Hours _ start _____	finish _____
Friday _____	Hours _ start _____	finish _____
Saturday _____	Hours _ start _____	finish _____
Sunday _____	Hours _ start _____	finish _____

Concession sales? ☐ NO ☐ YES: ☐ Alcohol ☐ Food/beverage ☐ merchandise ☐ services

If YES, a separate Concessions Agreement, negotiated with the City Administrator, is required.

Describe concessions _____

SECTION 3: PUBLIC ASSEMBLY, PARADE, RUN, OR WALK

Please answer all of the questions below that are applicable to your request.

1. Describe physical facility to be used (e.g. park, gazebo, ball field, street, etc.) _____

Street Closures require completion of a separate City form: Temporary Street Closure Petition

2. Attach an event map. Please describe route, assembly points, set up, parking and sanitary provisions. _____

3. Describe number of, type, and location of sanitary and parking facilities to be used. _____

Include location(s) on event map

4. Large events or those providing/selling alcohol may require security considerations. Describe proposed security including gating, fencing and staffing. _____

5. For parade permit applicants, describe plan to clean up parade route and dispose of excess trash: _____

6. Describe preparation and inspection plan for food service* (e.g. potluck, catering) _____

***If your event is being catered, please provide the following Food Handler's information for the catering crew. Attach additional pages if necessary.**

Name _____ Permit No. _____ Expiration _____

Name _____ Permit No. _____ Expiration _____

7. Describe medical and emergency services plan, including names. **Who will call 911? Location of first aid kit?** _____

8. Name of Insurer _____ Phone _____

All events with 50 or more participants are required to provide a Certificate of Liability Insurance/Bond, which names the City of St. Helens as an "additional insured" for the specific event, date(s) and location. Certificate and additional insured endorsement must be attached to this application when it is submitted.

8. Local emergency response approval **REQUIRED signatures for event with 50 or more participants.**

Fire District	Date	Police Department	Date	Public Works	Date
270 Columbia Blvd.		150 S. 13 th St.		984 Oregon St.	
503-397-2990		503-397-3333		503-397-3532	

Other comments/information _____

Fee Schedule

Half day = 4 hours / Full day = 5+ hours

As per Resolution No. 1789

Park Use Fee Type		Check All That Apply	# Of Days	Amount Due
McCormick Park area 3		<input type="checkbox"/> \$20 per half day		\$
Campbell Park areas 1, 2 • Godfrey Park		<input type="checkbox"/> \$35 per full day		\$
Columbia View Park Gazebo/Amphitheater		<input type="checkbox"/> \$30 per half day includes electrical		\$
*McCormick Park Pavilions (areas 1, 2, and 4)		<input type="checkbox"/> \$40 per full day includes electrical		\$
Athletic Fields <i>Not more than 2 weeks use</i>		<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
ADDITIONAL FEES	Use of field lights	<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
	Public assembly	<input type="checkbox"/> \$50		\$
	Parade/Run/Walk	<input type="checkbox"/> \$50 plus \$450 clean-up deposit		\$
	Engage in commercial activity	<input type="checkbox"/> \$50		\$
	Amplify sound	<input type="checkbox"/> \$50		\$
	Use during hours of closure	<input type="checkbox"/> \$50		\$
	Use of special use area	<input type="checkbox"/> \$50		\$
	Use of electrical connections	<input type="checkbox"/> \$25 per day		\$
Late Fee – General Park Use (7 business days in advance)		<input type="checkbox"/> \$10		\$
Late Fee – Public Assembly (30 business days in advance)		<input type="checkbox"/> \$25		
Late Fee – Parade/Run/Walk (45 business days in advance)		<input type="checkbox"/> \$50		
TOTAL AMOUNT DUE				\$

*Groups over 100 people reserving McCormick Park Areas 1 or 2 must reserve both areas to accommodate the large event. This is in addition to the Public Assembly and Dumpster Rental requirements.

DECLARATION

By signing this application and initialing the bottom of pages 5, 6 & 7 attached ("Agreements and Conditions" and "Rules and Regulations") you declare that you have read and agree to these guidelines for use of City-owned properties including public right-of-ways.

Signature of applicant or authorized agent

Date signed

SPECIAL USE PERMIT APPROVAL

☐ This Special Use Application is authorized ☐ with additional conditions listed below.

This Permit can be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Approved by _____ Date Signed _____

Print Name _____ Title _____

Permit issued _____ Date Issued _____

AGREEMENTS AND CONDITIONS

1. Applicant, its agents, and employees shall comply with all applicable federal, state, county, and municipal laws while engaged in the above activity.
2. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated park/area. You must carry out garbage exceeding capacity of available trash cans in park/area.

GROUPS OF 100 OR MORE ARE REQUIRED TO RENT A DUMPSTER.

Contact Hudson Garbage 503-397-1534 to make arrangements.

3. The applicant agrees to hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs including attorney fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the Applicant's activities, except liability arising out of the sole negligence of the City and its employees. Such indemnification shall also cover claims brought against City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
4. It is understood that the organization, group, or individual is adequately insured for the nature and duration of the activity to be undertaken, and that proof of insurance will be provided to the City Administrator, when required.
5. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Administrator.
6. This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the terms or conditions of this permit or for the preservation of the public peace, health, safety, or general welfare.
7. The City is not able to provide assistance in moving picnic tables to accommodate your event. If you choose to move tables or your guest(s) choose to move tables, they do so at their own risk.
8. Do not drive on or park vehicles on park grounds except in designated parking areas.
9. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
10. The use of permanent substances on public property is prohibited. To direct traffic or race course, please use chalk or non-permanent substance.
11. Inflatables (e.g. bouncy houses/castles, etc.) are allowed **ONLY** when the applicant provides the City of St. Helens a \$2 million certificate of liability insurance listing the City of St. Helens as an additional insured (regardless of number of attendees).

By my initials, I declare that I understand
and accept the terms listed above:

Applicant Initials

RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

1. General

- 1.0 The park is open for public recreation from sunrise to sunset. (Except by permit)
- 1.1 No peddling, soliciting or commercial enterprise is permitted in the park without a permit.
- 1.2 Disorderly conduct, abusive language, noisy disturbances or disregard of these rules and regulations will be grounds for your immediate removal from the park by police or authorized City officials.
- 1.3 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.4 Children under 10 years of age shall not be left unattended in the park.
- 1.5 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.6 Air rifles, BB guns, bow and arrow or other guns and dangerous objects may not be used in the park.
- 1.7 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.8 No overnight camping is allowed on park property without a permit.
- 1.9 The mayor, council and their employees are not responsible for accidents, injuries or loss of property by fire, theft, wind, flood, or other natural acts which are beyond their control. Equipment furnished on the grounds is solely for your convenience and shall be used at your own risk.
- 1.10 The mayor, council and their employees are not responsible for any personal injury to children or adults using playground equipment. Participants use the equipment at their own risk.
- 1.11 You should immediately notify the Parks Department (503-397-3532) or the Police Department (503-397-1521) of hazardous conditions in the park or of conditions that are in violation of these rules and regulations.
- 1.12 Smoking, tobacco and marijuana use are prohibited within all City parks, on any posted City-owned property, in any City-owned building, and at any City-sponsored event. Prohibited products include, but are not limited to, bidis, cigarettes, cigarillos, cigars, clove cigarettes, electronic cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana, including edibles.

2. Automobiles and Motorized Vehicles

- 2.0 Motor vehicles shall be parked only in the designated areas. Motor vehicles parked elsewhere or on the grass will be towed at the owner's expense. Auto repairs are not allowed anywhere at any time on park property.
- 2.1 The speed limit in the park is 10 MPH and must be observed at all times and drivers must be alert for children and pedestrians.

By my initials, I declare that I understand
and accept the terms listed above:

Applicant Initials

RULES AND REGULATIONS, continued

- 2.2 Bicycles, roller skates, skateboards and other types of non-motorized vehicles must be used properly, safely and without the possibility of injury to others.
- 2.3 Disturbing or careless operation of motorcycles, automobiles or other types of motor vehicles will be grounds for removal from the park and/or citation by City Police.

3. Park Buildings and Facilities

- 3.0 Park buildings and facilities are provided for your convenience or pleasure. You have a responsibility to use the facilities with respect for others and to keep them neat and clean. Any irregularities should be reported immediately to park management.
- 3.1 No pets are allowed in the park buildings at any time.

4. Animals

- 4.0 No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridle path.
- 4.1 Pets are permitted in most City parks only if they are on a leash that is five (5) feet or less in length unless in a designated off-leash area. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance in the limits of the park.
- 4.2 All fecal material left by the pet or animal, in the park, must be picked up, placed in a container and removed from the park.
- 4.3 Violation of these regulations will lead to the removal of both animal and owner.

5. Solid Waste Disposal and Fire Protection

- 5.0 Your garbage and trash must be placed in the proper receptacles.
- 5.1 No person shall bring any non-park generated garbage into the park for the purpose of discarding or disposing of such garbage or other refuse.
- 5.2 Fires are permitted only in designated fire rings or cookers. No open fires are permitted elsewhere on park property. Call the burn line to check if there is a burn ban at 503-397-4800.

6. Vegetative Protection

- 6.0 No person other than a duly authorized City employee in the performance of his or her duty or persons participating in City approved activities shall dig, remove, destroy, injure, mutilate, or cut any trees, plants, shrubs, blooms, flowers, or any portion thereof growing in the park.
- 6.1 Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- 6.2 No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- 6.3 Activities that will damage the grass or flowers such as open fires or unauthorized digging are strictly prohibited.

By my initials, I declare that I understand the terms listed above:

Applicant Initials

City of St. Helens

IMPORTANT INFORMATION REGARDING CERTIFICATES OF LIABILITY INSURANCE FOR EVENTS HELD IN/ON CITY OF ST. HELENS PROPERTY

All events held on city property that will have 50 or more participants require a Certificate of Liability Insurance naming the City of St. Helens as an additional insured in the amount of \$2 million. Certificates must indicate that the City of St. Helens is an "additional insured" and an Additional Insured Endorsement needs to be attached. The certificate must also name the event, date(s) of the event and location of the event for which the insurance is for. The designation of the City of St. Helens as a "certificate holder" will not be accepted unless it is also clearly indicated elsewhere on the certificate that the City is an additional insured and an endorsement is attached. If the event is serving alcohol, liquor liability insurance is also required in the amount of \$1 million.

Certificates that do not meet this requirement will not be accepted.

If you have any questions about this requirement, please contact City Hall at 503-397-6272.

Revised Aug-2016

City of St. Helens

(503)366-8208

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

Procedures

1. Contact the Parks & Recreation Office to discuss your request.
2. Complete the attached petition form.
3. Attach a map showing the area where the street/s will be closed.
4. You, as the petitioner must contact all of the property owners, business owners and tenants that will be affected by the street closure. You must provide a list of all persons contacted and whether or not they concur with the street closure. Attach additional pages as necessary.
5. You also need to obtain the written approval of emergency services (police, fire and public works) prior to submitting your application.
6. Proof of insurance may be required, naming the City of St. Helens as an additional insured. Liability coverage shall be at a minimum of \$2,000,000.
7. Only the City Administrator and City Recorder can approve the closure of streets. Please submit your request 30 days in advance.

NO FEE.

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

I/we, the undersigned, request that the City of St. Helens allow temporary closure of the following streets.

Street Closure #1			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #2			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #3			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			

Approval of emergency responders: (required)

Fire District	Date	Police Department	Date	Public Works	Date
270 Columbia Blvd.	503-397-2990	150 S. 13 th St.	503-397-3333	984 Oregon St.	503-397-3532

DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.397.3532). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

Petitioner Signature _____ Date Signed _____

Print Name _____ Phone _____

Mailing Address _____ City, State, Zip _____

Petitioner Signature _____ Date Signed _____

Print Name _____ Phone _____

Mailing Address _____ City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to City Administrator/City Recorder _____

☐ Approved ☐ Denied Signed _____ Date _____

Attested _____, City Administrator Date _____

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant _____ Phone _____

Name of Event _____ Date(s) of Event _____ Time(s) _____

Street(s) to be closed for event _____

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

**Return this to Parks & Recreation with your
Petition for Temporary Closure of City Street(s)**